# *Assignment 1 – Personal Portfolio*

Date assigned: Thursday, January 21, 2016

First draft resume due: Friday, January 22, 2016, start of lab

First draft cover letter due: Friday, January 29, 2016, start of class

Final assignment due: **Friday, February 5, 2016**

**Learning Objectives**

Upon successful completion of this assignment, the student will be able to:

* Create a resume
* Create a cover letter for job applications for three different classes of technical jobs
* Prepare answers to common interview questions
* Prepare questions to ask in interviews
* Create a LinkedIn account
* Submit an FSWEP application

To do:

**Part A – Resume**

**Create a document called YourUserId\_E01\_A01\_Resume.docx, and save it in the Assignment folder in the 420-E01 folder in your H drive.**

1. Following the guidelines in the course notes provided to you, create your resume. It should be visually appealing and contain the following sections:
2. Personal contact information
3. Summary of Qualifications
4. Technical skills
5. Education
6. Awards and Achievements (if applicable)
7. Work Experience
8. Volunteer Experience (if applicable)
9. Activities and Interests

The first draft of your resume is due at the beginning of lab on Friday, January 22, 2016. Please bring two printed copies of your resume to class on this day – it will be marked and you will receive comments to improve it.

**Part B – Cover Letters**

**Create a document called YourUserId\_E01\_A01\_CoverLetter\_TechSupport.docx, and save it in the Assignment folder in the 420-E01 folder in your H drive.**

1. Following the guidelines in the course notes provided to you, create a cover letter for the Canada Revenue Agency technical support job posting that is posted on the Moodle page for this course. It should use the proper letter format provided in class and contain the following:
2. Your address
3. The date
4. The address of the recipient
5. An introductory paragraph describing which job you are applying to and why
6. One or more paragraphs describing how your skills apply to the job requirements listed in the job posting
7. A closing paragraph including a summary sentence, and a pleasant sign off. You should also state how you can be contacted. (If you are in co-op, you should state that you can be contacted via your Co-op Coordinator, Sandra Stark, and provide her e-mail address – [sstark@cegep-heritage.qc.ca](mailto:sstark@cegep-heritage.qc.ca))
8. Your name
9. The first draft of your technical support cover letter is due at the beginning of class on Friday, January 29, 2016. Please bring two printed copies of your cover letter to class on this day – it will be marked and you will receive comments to improve it.

1. Once you have received comments on your technical support cover letter from the teacher, create a second cover letter for the Versaterm Programmer job posting that is posted on the Moodle page for this course. Name the document **YourUserId\_E01\_A01\_CoverLetter\_Programmer.docx.** It should follow the same format listed in step 1, but focus on your programming skills, rather than your technical support skills.
2. Create a third cover letter for the ESDC Systems Analyst or Application Developer job posting that is posted on the Moodle page for this course. Name the document **YourUserId\_E01\_A01\_CoverLetter\_ApplicationDeveloper.docx.** It should follow the same format listed in step 1, but focus on your Application Developing skills, rather than your technical support skills.

**Part C – Interview Preparation**

**Create a document called YourUserId\_E01\_A01\_Interview\_Responses.docx, and save it in the Assignment folder in the 420-E01 folder in your H drive.**

Listed below are some common interview questions that you can expect to be asked in a job interview. Prepare a response for each question.

**Questions designed to assess your Communication Skills**

1. What are your strengths and weaknesses?

I’m good at assessing a problem and figuring out where I went wrong, and if I can’t find my problem, I often go too far and drop everything else until I solve that problem. but I’m also really good at making really stupid mistakes. I think because we have so much work to do, I end up rushing things and don’t do things to the best of my ability.

1. What major challenges or problems have you had to face during you current College program?

I’ve ended up getting too into my web stuff trying to make everything perfect and then ended up realizing how far behind I am on my other stuff and then going back and doing that and forgetting about web, etc. I think basically what I want to say is I’m not good on managing several different projects, I work a lot better when I only have to focus on one.

**School Based Questions**

1. Why did you choose this program? Are you happy with your choice?

Mostly chose this program because I didn’t want to go into science. I was in Chemistry and Physics in high school and decided I didn’t like it, so when I was looking over the list of programs just kind of ended up choosing this one. I’m very happy with my choice so far.

1. What is the most rewarding or interesting part of your program?

We get to really see how we’ve improved. Looking at our first labs or assignments and then comparing them to what we can do now is really interesting.

1. What is one thing that you would change about the Computer Science program?

I don’t think I’d really change anything about it. I’m not a huge fan of the way networks and hardware are taught, I end up getting really bored and feeling like I’m not learning anything, but then I ended up with a really good grade in it, so I don’t know why that is, but I’d change the way that the networks course is taught.

1. What is your ideal job for your co-op term?

I’d love to work in a web development job. I’d been dabbling in HTML and JavaScript for a long time before coming into this program and I’ve really liked doing it for a long time, so I’d love to be in a web development job.

1. Do you think grades are a good indication of the type of employee you will make?

I know for a fact that I can do so much better than I did last semester, so no. I think that I’ll function a lot better in a work environment when I have a project to work on and where I’m focused on that and not 15 other things, I’ll do a lot better.

**Teamwork Questions**

1. Describe a situation where you have had to work with a group?

I’ve done a fair bit of volunteer work with D’Arcy McGee band and ended up taking on leadership roles a lot. When I was in grade 11 we had a new music teacher who tended to get really stressed out every time we had to perform, so I ended up helping her out and organizing younger students for her, making sure everyone knew what the plan was, making sure everyone had their stuff and making sure that she just focused on what she had to be doing to get herself and those who I couldn’t help get ready.

1. What did you like most about that situation? Least?

It stressed me out, but I enjoyed it because in the end it was always really rewarding. I love being on stage playing music, so being in this very organized environment where everyone knew what was going on and everyone was ready because I was able to help them out.

1. Do you prefer working alone or in teams?

I feel like I work best on my own, but I like being in teams and brainstorming ideas with people, but then actually doing them on my own.

1. Do you like multi-tasking or do you prefer working on one thing at a time? Why?

I like working on one thing at a time. I find I end up getting really focused on one project and forgetting about my other work, which is a really stressful situation to be in. I’d rather have one big project than several smaller ones.

**Motivation and Behavioural Questions**

1. How do you personally evaluate success?

I don’t really know. ‘success’ has always been evaluated by what your grades look like in school and that’s not how it works in reality. I like having a product of my work that I can actually see, but that’s still not really a measure of success. I guess I’d say I’d evaluate my success based on how myself and others end up feeling about my work when I’m done.

1. What motivates you when you work?

Seeing an end product and taking pride in my work. I really do take pride in my work and I love having a product of it that I can see and evaluate.

1. Give an example of a goal you reached and tell me how you achieved it.

Well, one goal that I have right now is that I want to start setting goals for myself. I’ve never really been someone who sets goals for themselves, but I believe goals are really good because it’s a tangible and objective way to self-reflect and measure your own growth.

1. How do you handle stress and pressure?

Not well. I get stressed out really easily and when I’m stressed out my ADD goes crazy and I end up not being able to focus on anything.

1. Tell me about how you have worked effectively under pressure in a previous situation.

When others are stressed, I tend to calm down. If I need to, I’m able to calm down and take control of a situation where others need help and I find I’m able to react effectively in situations where others are very stressed. I’m the kind of person who like to please people, so seeing others being very stressed makes me know that I need to stand up and take a step back from the situation to calm down and really get down to finishing it.

1. If you complete your assigned tasks early in the day, what would you do?

Get started on the next thing.

**Technical Questions**

1. Describe how you would troubleshoot a computer that won’t boot.

Start by checking all the cables, make sure everything is plugged in fine. If everything is plugged in, check the monitor, see if it’s on. If it still isn’t on, assume it’s an internal issue and get down into the computer to see what’s going on.

1. Describe a technical problem that you have had to solve, and you solved it.

I had an old computer that completely died, but it was an amazing laptop, so I opened it up and put some of the parts from it into other computers to see where the problem with it was. It ended up having a hard drive that just completely died, so I’m currently trying to replace it with a solid state drive. I just can’t afford the drive yet.

1. If you don’t know the answer to a technical problem, how would you go about solving it?

Consult the internets. If the internet can’t tell me, no one can. Okay, that’s not true, start by consulting other sources such as any logs that the work environment has to see if someone else has encountered the problem before too and if those and the internet can’t tell me, then ask higher ups and others.

**Part D – Interview Questions**

**Create a document called YourUserId\_E01\_A01\_Interview\_Questions.docx, and save it in the Assignment folder in the 420-E01 folder in your H drive.**

1. It is important to be prepared with your own questions to ask during an interview. Write 5 questions that you could ask in a job interview.

**Part E – Networking**

1. Most jobs are found through people that you know. LinkedIn is a widely used professional networking tool that is very useful to keep in contact with other professionals, and to find jobs.
2. Create a LinkedIn account for yourself (www.linkedin.com).
3. Complete the Background, Experience, Education and Skills and Expertise sections of your profile.
4. Connect to myself, Allan and Sandra and any other teachers that you would like to connect to, and any professional contacts you have.

**Part F – FSWEP**

As a student, in order to get a summer job with the Federal Government, you need to apply through FSWEP. Co-op positions do not require this, but even if you are in the co-op program, there is no guarantee that you will get a co-op job. Consequently, all students should apply to FSWEP. The link is listed below, and the site is very informative. I highly recommend you do this. It takes approximately 30 – 60 minutes to complete the application process. After you have done this though, you can be called for any government positions that are available.

<http://jobs-emplois.gc.ca/fswep-pfete/index-eng.php>

**Marking Scheme**

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| --- | --- |
|  | Marks |
| First Draft of Resume | 10 |
| Final Version of Resume | 30 |
| First Draft of Technical Support Cover Letter | 10 |
| Final Draft of Technical Support Cover Letter | 25 |
| Final Draft of Java Programmer Cover Letter | 10 |
| Final Draft of Web Developer Cover Letter | 10 |
| Interview Question Responses | 20 |
| Interview Questions | 5 |
| LinkedIn Account | 10 |
| Total | 130 |

**To submit**

The following files should be zipped and uploaded to Moodle:

* YourUserName\_E01\_A01\_Resume
* YourUserName\_E01\_A01\_CoverLetter\_TechSupport
* YourUserName\_E01\_A01\_CoverLetter\_Programmer
* YourUserName\_E01\_A01\_CoverLetter\_WebDeveloper
* YourUserName\_E01\_A01\_Interview\_Responses
* YourUserName\_E01\_A01\_Interview\_Questions
* In addition, you should connect to me in LinkedIn.